Self Check™

Apply with confidence.

U.S. Citizenship and Immigration Services

# Self Check

## A Service of E-Verify

www.uscis.gov/selfcheck

www.uscis.gov/selfcheck/espanol

April 2014

# Purpose

- To discuss the importance & use of Self Check

## Key Topics

- How does Self Check apply to you?
- Background on E-Verify and Self Check
- Self Check Process Overview

# What is Self Check?

- Self Check is the FREE and SECURE online service that lets you make sure your records are accurate BEFORE an employer checks your employment eligibility

- Self Check is now available nationwide and is also available in Spanish!

- www.uscis.gov/selfcheck/espanol

# How does Self Check apply to you?

- All employers are required to verify the **identity** and **employment eligibility** of everyone hired in the United States
- Employers use E-Verify at more than **1.5 million** hiring sites in the U.S.
- Self Check lets **you** verify the same records employers check in E-Verify

# What is E-Verify & how does it work?

- E-Verify is a web-based service operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that lets enrolled **employers** electronically verify the employment eligibility of their newly hired employees

- E-Verify use is voluntary for most employers

## Employers Use It!

- U.S. employers have run more than **12.9 million** cases through E-Verify in FY2014

- Over **98.81%** of cases receive an immediate Employment Authorized response

# Self Check Background

- Requested by Congress in late 2009
- Self Check is a voluntary, fast, free and simple online service that allows an **individual** to check his or her employment eligibility
- It was implemented in three phases, beginning with an initial launch to 5 states plus the District of Columbia in March 2011, and a second implementation to 16 additional states in August of 2011
- Self Check is now available **nationwide**
- Since the launch of Self Check in March 2011, over **406,452** transactions have been run in Self Check

# Comparing E-Verify and Self Check

| | E-Verify Program | Self Check Service |
|---|---|---|
| **Audience** | U.S. businesses | U.S. workers |
| **Purpose** | Verify employment eligibility of workforce | Check your own employment eligibility |
| **System Security** | Employer registration process and user accounts | Identity assurance process on each use |
| **Legislative Mandate** | Required in certain states and for most federal contractors | Voluntary; results cannot be used against you |
| **Availability** | 50 states and U.S. territories | 50 states and U.S. territories |

# Benefits of Self Check

Self Check gives you

- An opportunity to learn about the employment eligibility verification process
- Access to the same information your next employer may find
- If necessary, guidance to resolve a mismatch between the information you provide and the data in your records
- Confidence when you are looking for a job that your records are in order

Self Check helps employers by allowing U.S. workers to confirm their employment eligibility is accurate **before** being checked by an employer

# What does Self Check tell me?

- Self Check lets you know if your employment eligibility is in order on the date you use it
- If the employment eligibility verification information you provide Self Check does not match the government records checked, you will see a notice of mismatch
  - A mismatch in Self Check does not necessarily mean you are not authorized to work in the United States
  - Following up on a Self Check mismatch is not required, but doing so lets you know why there is a mismatch and how to correct it

# Proper use of Self Check

Self Check does not give users a work authorization credential

- All employers must still verify the employment eligibility of new hires using the Form I-9, Employment Eligibility Verification
- E-Verify employers must still verify the employment eligibility of new hires using the Form I-9 and run new hires through E-Verify

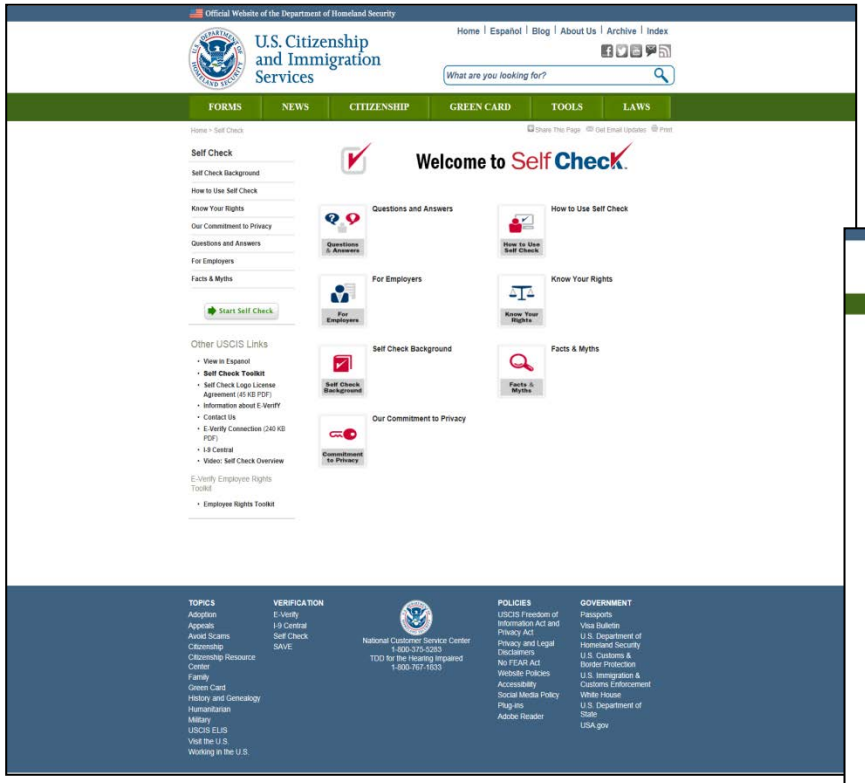
No one can require the use of Self Check

- If an employer or potential employer requests proof of a Self Check query, notify the Department of Justice, Office of Special Counsel for Immigration-Related Unfair Employment Practices at (800) 255-7688

# PLEASE RESPOND TO THE POLL QUESTION THAT WILL POP UP ON YOUR SCREEN.

**Note:** Web Application participants are not able to receive or respond to the poll.

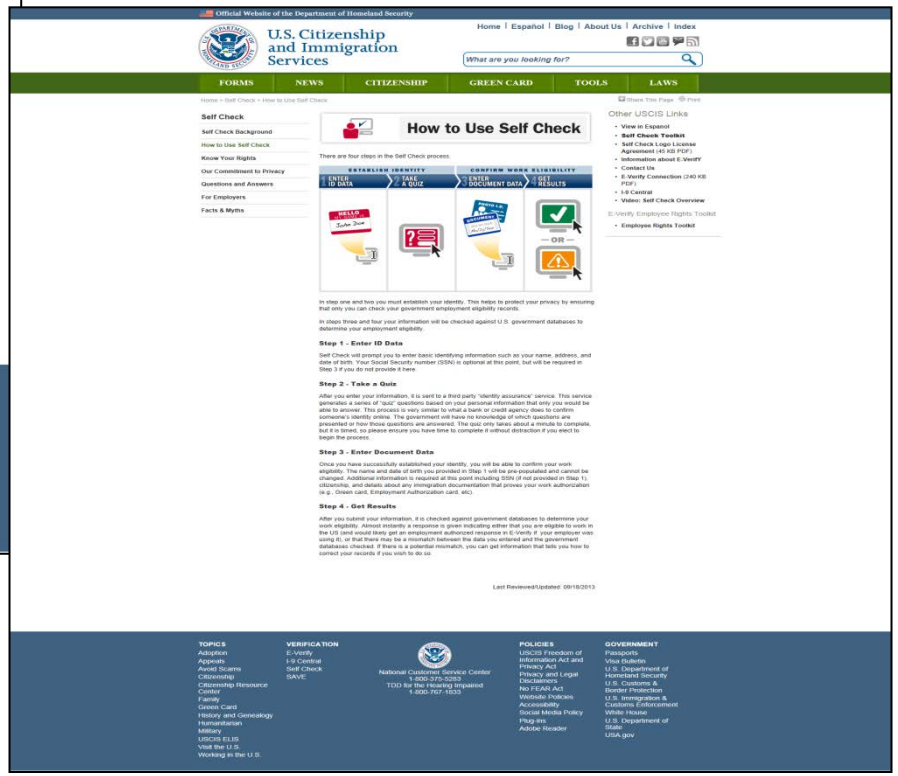
# Self Check website




Website:

www.uscis.gov/selfcheck

www.uscis.gov/selfcheck/espanol

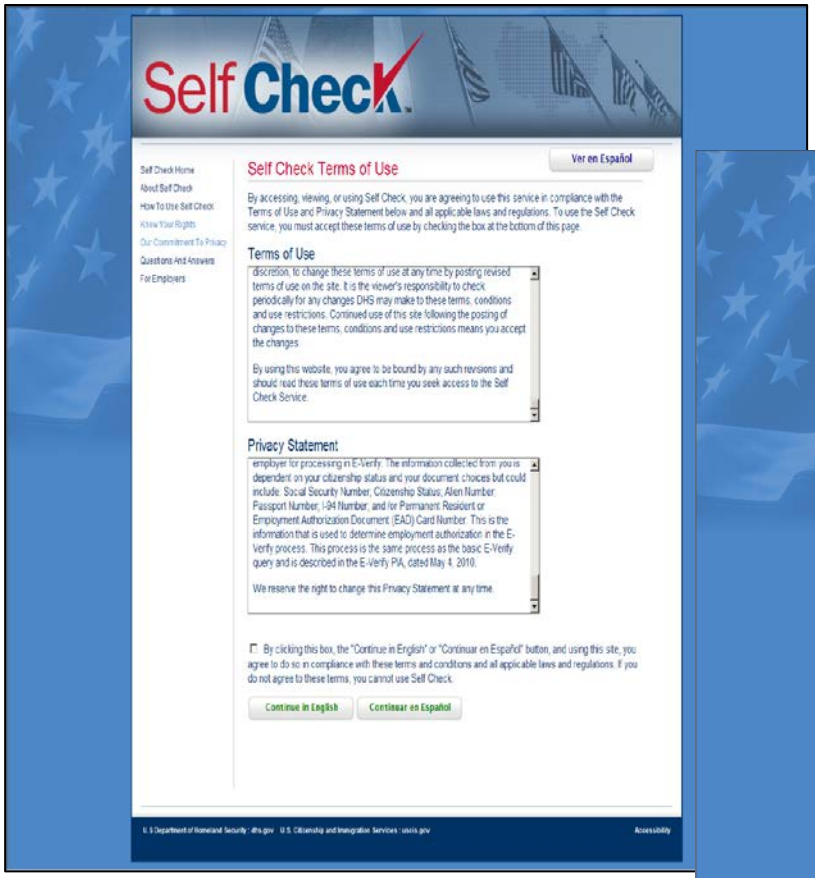


# How Self Check works

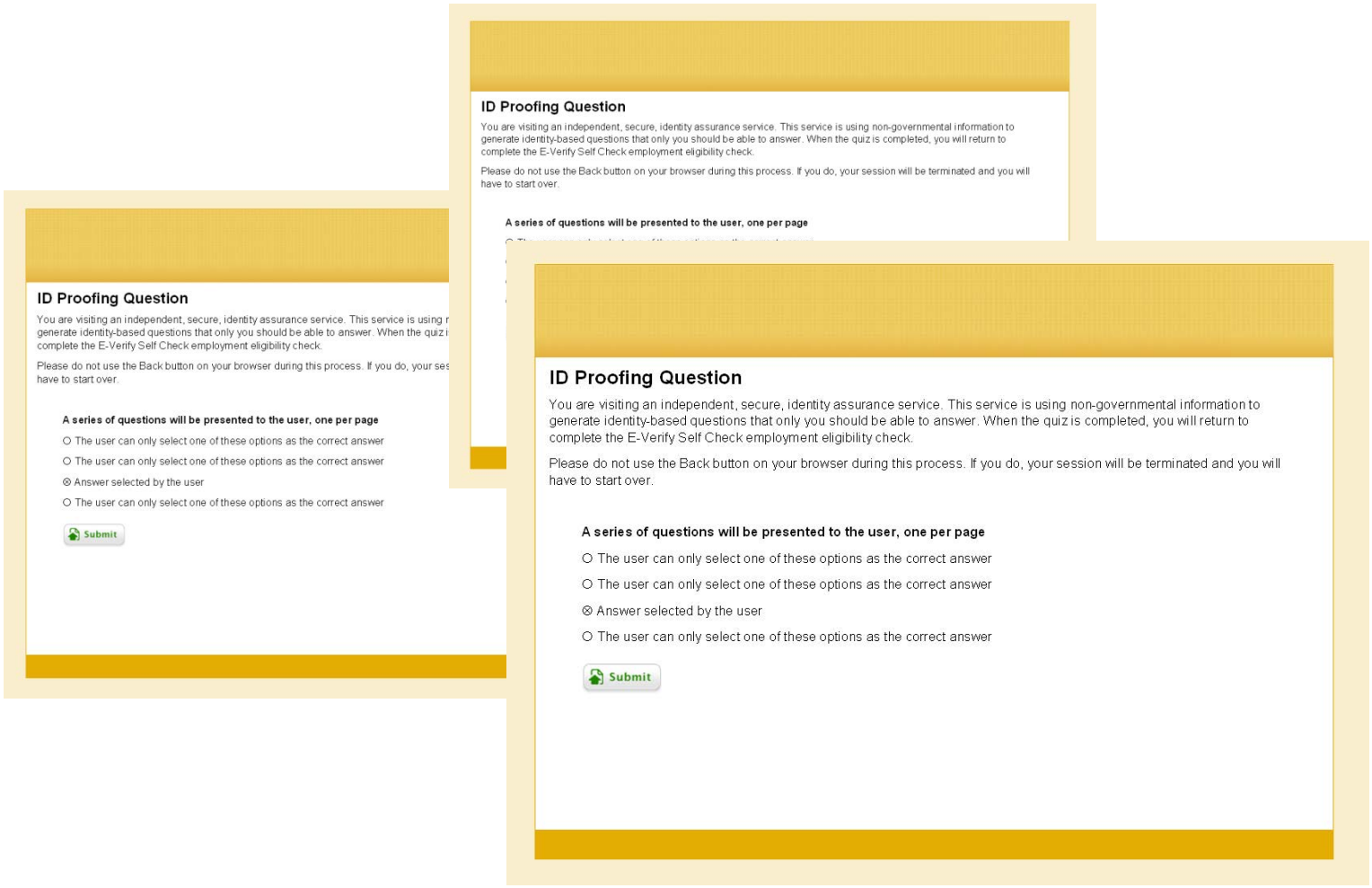
# Self Check ID data entry

Website:

https://selfcheck.uscis.gov



# Identity Proofing Quiz



# Completing your Identity Assurance Quiz

Be sure to:

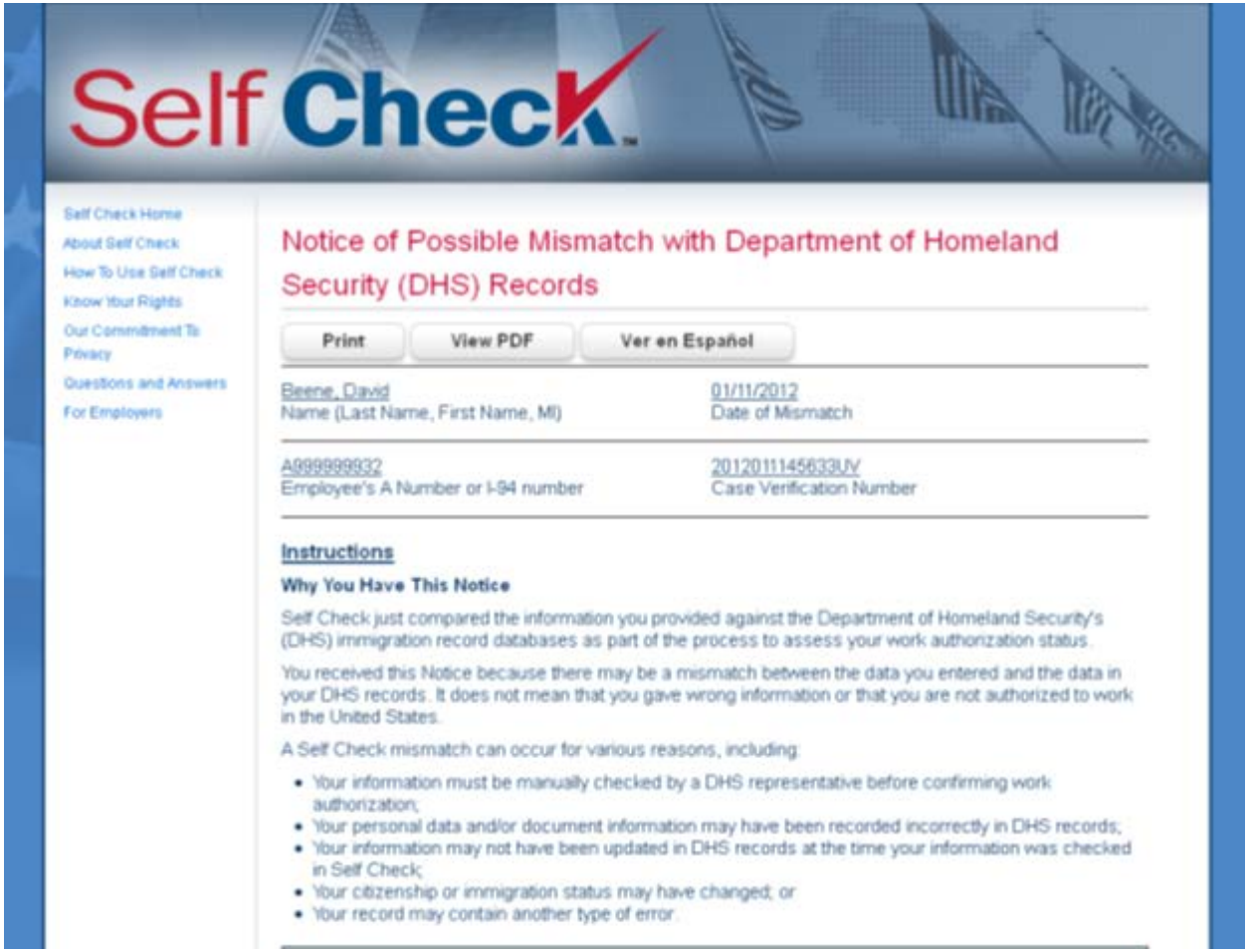
- Enter all required information correctly
- If something is unclear, use the helper text
- Read each question thoroughly and answer carefully
- Complete the quiz in a timely manner; you are given 60 seconds to answer each question
- If a question does not relate to you or none of the other answers are correct, select “None of the above”

# Get Results

## Employment Authorization Response

# Get Results
## Possible Mismatch

# Notice of Possible Mismatch



Self Check

Self Check Home
About Self Check
How To Use Self Check
Know Your Rights
Our Commitment To Privacy
Questions and Answers
For Employers

Notice of Possible Mismatch with Department of Homeland Security (DHS) Records

Print | View PDF | Ver en Español

Beene, David
Name (Last Name, First Name, MI)

01/11/2012
Date of Mismatch

A999999932
Employee's A Number or I-94 number

2012011145633UV
Case Verification Number

**Instructions**

**Why You Have This Notice**

Self Check just compared the information you provided against the Department of Homeland Security's (DHS) immigration record databases as part of the process to assess your work authorization status.

You received this Notice because there may be a mismatch between the data you entered and the data in your DHS records. It does not mean that you gave wrong information or that you are not authorized to work in the United States.

A Self Check mismatch can occur for various reasons, including:

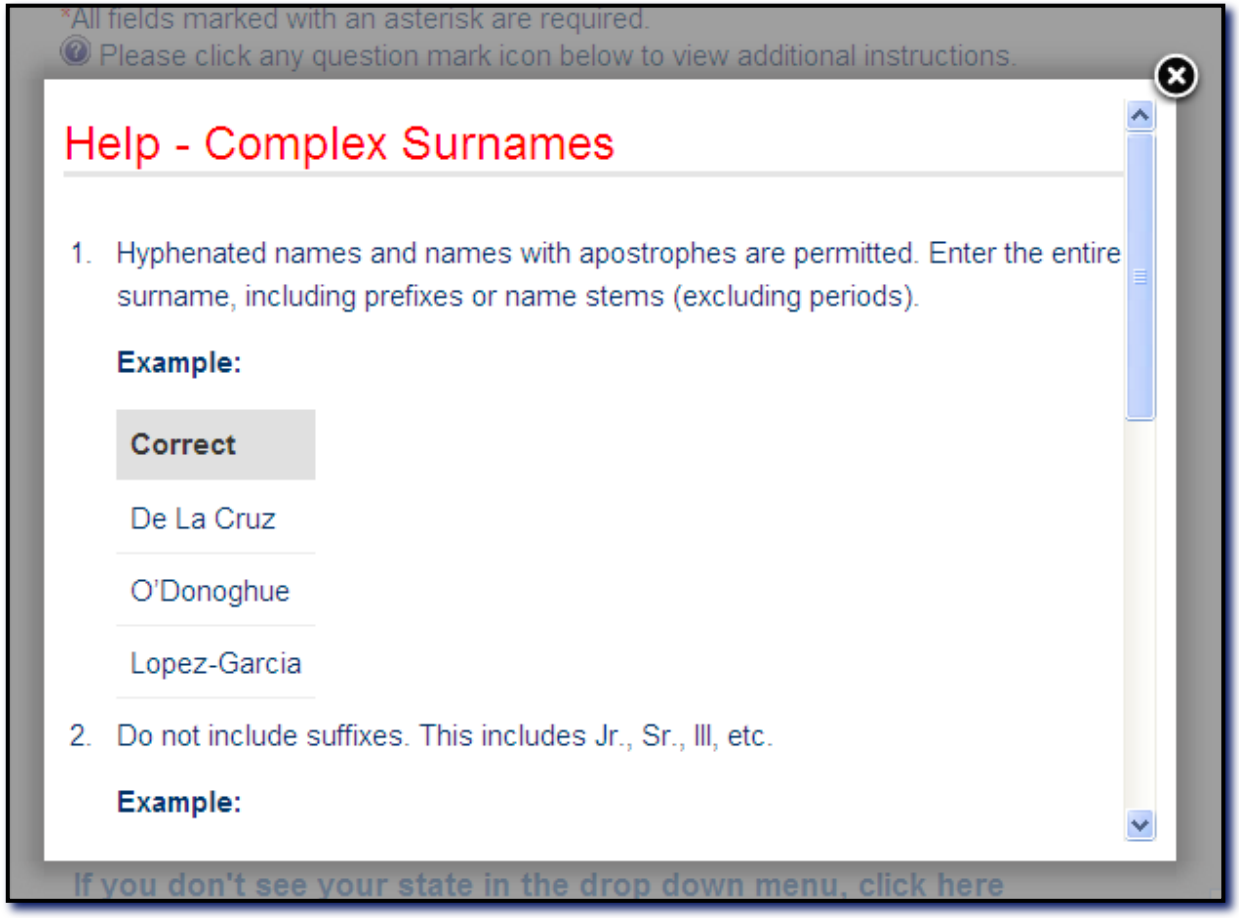
- Your information must be manually checked by a DHS representative before confirming work authorization;
- Your personal data and/or document information may have been recorded incorrectly in DHS records;
- Your information may not have been updated in DHS records at the time your information was checked in Self Check;
- Your citizenship or immigration status may have changed; or
- Your record may contain another type of error.

# Avoiding unnecessary Self Check mismatches

- If something is unclear Click the **Question Mark Helper Text** icon located throughout the Self Check web pages to reveal the helper text

| Hyphens/apostrophes are permitted (prefixes and name stems) | Suffixes are not permitted (Jr., Sr., III, etc.) | Periods are not permitted | Always enter the surname in the "Last Name" field |
|---|---|---|---|
| De La Cruz<br>O'Donoghue<br>Lopez-Garcia | Correct: Garcia<br>Incorrect: Garcia, Sr. | Correct: St John<br>Incorrect: St. John | Employee's Name: Nguyen Mai<br>Correct: Nguyen<br>Incorrect: Mai |

# Avoiding unnecessary Self Check mismatches (Cont.)



# Avoiding unnecessary Self Check mismatches…

- Make sure you have your identity and work authorization documents with you before you begin
- Use unexpired, up-to-date identification documents
- Make sure you have entered your information accurately
- If you changed your name recently, be sure to update your records with DHS and SSA
- If you naturalized or changed your immigration status recently, be sure to visit SSA and update your records
- Avoid using aliases or nicknames and use only official name as reflected on your government records

# Self Check Toolkit

# Resources for Self Check & E-Verify

**Self Check**

- Self Check Website: www.uscis.gov/selfcheck and www.uscis.gov/selfcheck/espanol
- To run a Self Check query: https://selfcheck.uscis.gov
- Self Check Service Line: (855) 804-0296; (877) 875-6028 (TTY number)
- Self Check Email: everifyselfcheck@dhs.gov

**Mismatch/Records-related Questions**

- National Customer Service Center: (800) 375-5283; (800) 767-1833 (TTY number)

**E-Verify**

- E-Verify Website: www.dhs.gov/E-Verify
- E-Verify Email: E-Verify@dhs.gov
- E-Verify Employee Hotline: (888) 897-7781
- Employee Rights Toolkit

**Department of Justice, Office of Special Counsel for Immigration-Related Unfair Employment Practices**

- DOJ OSC Website: www.justice.gov/crt/osc/
- DOJ OSC Hotline: (800) 255-7688

# Disclaimer

**Immigration law can be complex and it is not possible to describe every aspect of the process.**

**This presentation provides basic information to help you become generally familiar with rules and procedures.**

**For more information on the law and regulations please see our Web site: [www.dhs.gov/E-Verify](www.dhs.gov/E-Verify).**

# Feedback

## COMMENTS ON OUR WEBINAR?

**Send to:**

**Francine.L.Hill@uscis.dhs.gov**

***Include date, time and topic of the webinar**

## THANK YOU!

**www.dhs.gov/E-Verify**